**Job Description**

**JOB TITLE – Senior Social Work Assistant**

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| Job Details | |
| **Grade** | 3 |
| **Number of Posts** | 1 |
| **Department** | Commissioning & Specialist Services |
| **Reporting to** | Team Manager |

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| Who Are We? |
| We are Birmingham Children’s Trust.  ‘Working Together to make Birmingham the greatest city to grow up in.’  The sole purpose of Birmingham Children’s Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.  Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.  Birmingham Children’s Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.  **Our Vision:**  Our vision is to build a Trust that provides excellent social work and family support for and with the city’s most vulnerable children, young people and families.  We will do this:   * with compassion and with care. * through positive relationships, building on strengths. * in collaboration with children, young people, families and partners. * by listening, involving and including. * in ways that are efficient and deliver value for money.   Success will mean significant progress towards these outcomes:   * healthy, happy, resilient children living in families. * families able to make positive changes. * children able to attend, learn and achieve at school. * young people ready for and contributing to adult life. * children and young people safe from harm.   **Our Values:**    ONE **T**EAM                        ACCOUNTABILITY AND **R**ESPONSIBILITY                                                              Q**U**ALITY AND INNOVATION                                                RELATION**S**HIPS                                        HIGH SUPPOR**T** HIGH CHALLENGE |

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| **Key Responsibilities** |
| * Contacting potential Connected Persons Foster Carers / Special Guardians to introduce yourself/the service and talk through the stage one checks & references required as part of the full kinship assessment. It will also be necessary to be able to give an overview of the assessment process, why this is taking place and what will be expected from applicants. |
| * Being confident in using electronic systems (CHARMS, Eclipse, spreadsheets etc) to keep records up to date and be able to communicate with people using a variety of different methods. |
| * Working alongside and communicating effectively with Social Workers and other professionals across the Trust including childcare social workers, legal representatives, GP’s and the medical advisor. |
| * To meet with potential applicants and help them complete paperwork, check ID for the purpose of DBS checks and to ensure people have the correct paperwork and understand the process for requesting a full adult medical with their GP. |
| * To act as a Key Worker to individual children/young people. |
| * To support social workers within the service to complete the full kinship assessment; this may include completing one to one sessions with applicants or supporting with other documentation (i.e. health & safety checklist, safer care agreement, chronologies etc). |

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| **Key Information** | |
| Is a Safeguarding Check needed? | Dropdown Options:  **Not Required**  Or   |  |  |  |  | | --- | --- | --- | --- | |  | **Children** | **Adults** | **Children and Adults** | | Basic |  |  |  | | Enhanced | X |  |  | |
| Will this position have Line Manager Responsibility? | Dropdown Options:   |  | | --- | | Yes | | No | |

**Person Specification**

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| **Essential Criteria** | | |
| Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview;  P = Presentation; Q = Qualifications | | |
| **CRITERIA** | **Method of Assessment (M.O.A)** | ESSENTIAL |
| Qualifications | AF | You will need to be registered with SWE - Social Work England.  University Degree in - Social Work. |
| Experience | AF/I | 3+ years’ experience |
| Experience | AF/I | Experience and a background of direct work with vulnerable children, young people and their families within a children’s or family placement setting? |
| Experience | AF/I | Knowledge and an understanding of children’s legislation and processes particularly in fostering issues, coupled with the knowledge and understanding of the permanency needs of children from complex backgrounds? |
| Experience | AF/I | Possess strong administration and IT skills, as your time will be split between office-based tasks and work in the community, visiting families. |
| Skills | AF/I | Key effective communication and positive relationship skills are essential, as well as clear, concise record keeping, in a timely, accurate manner, applying your time management and organisational skills. |
| Skills | AF | Ability to work effectively with colleagues and other agencies; solve problems, negotiate and make decisions are also a necessity to be able to support the social work team? |

**At Birmingham Children’s Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**